

Development Assistant, Associate Vice Chancellor's Office

UC Santa Barbara, Development

Summary of Job Details

The Development Assistant for the Office of the Associate Vice Chancellor and Executive Development serves as the primary initial contact for the Senior Managers of Development in the Office of the Associate Vice Chancellor, Central and Executive Development, and provides essential administrative and financial support that is critical to the successful operation of a complex fundraising program. Manages online calendar, screens incoming calls, makes travel and entertainment arrangements, completes all necessary paperwork in compliance with policies and procedures, and compiles and analyzes data and information from various sources including Advance database, requiring high degree of independence, initiative, professionalism, confidentiality, sound judgment and discretion, and strong analytical and technical skills. Serves as project assistant for development communications and large central fundraising initiatives such as Give Day. Provides leadership and oversight for planning, executing, and evaluating projects according to timelines and budgets. The Development Assistant must be able to work independently, act with sound judgment and high degree of confidentiality, anticipate job requirements, prioritize and coordinate multiple complex tasks with frequent interruptions while meeting strict deadlines. Strong written and oral communication and social skills, unfailing attention to detail and accuracy, effective problem-solving and reasoning skills are essential. Must be proficient with Word, Excel, PowerPoint, Internet and e-mail and demonstrated ability to quickly learn various software programs. Will be trained in the use of Advance database. Uses a developed knowledge of current fundraising activity to maximize the effectiveness and success of all donor stewardship efforts and perform all duties with excellent standards of accountability, follow-through, and a profound commitment to customer service. Provides financial support including the management of the Managers' established expense budgets. Handles confidential, high profile, and time sensitive matters involving senior UC Santa Barbara administrators, faculty, staff, collaborating institutions and the donor community.

Required Qualifications

- Ability to perform work with extreme accuracy while working under the pressure of deadlines both independently and as part of a team.
- Excellent computer skills including proficiency in Word, Excel, PowerPoint, Internet and e-mail and demonstrated ability to quickly learn various software programs.
- Excellent interpersonal communication and customer service skills are required, as is the ability to maintain confidentiality and act with discretion.
- Excellent grammar, composition and proofreading skills.
- Knowledge and understanding of a complex fund-raising program are essential to providing accurate and useful assistance to the Senior Directors.
- Bachelor's Degree in related field Preferred

Pay Rate/Range: \$26.67 – \$27.90/hr.

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. To review the full job description and apply online, please visit: <https://jobs.ucsb.edu> Job #48386 [Development Assistant, Associate Vice Chancellor's Office](#)